

EMERGENCY EVACUATION PROCEDURES

Name of Licensee _____

Address _____

Phone Number _____

Nearest Cross Streets _____

Point of Reference (next to/across from, etc.) _____

FIRE: Meet at _____

1. **CHILD CARE STAFF MEMBER (CCSM)** Sound fire alarm
2. **CCSM** Take all children, child information cards and attendance records to the above meeting place. Take attendance to account for all children.
3. **CCSM** Contact the fire department then assist with search if needed.
4. **CCSM** Check home/center for children - lavatories, closets, under desks, behind curtains, etc.
5. **CCSM** Proceed to above meeting place and help keep children calm and quiet

Once CCSM is assured all children and adults have been evacuated, proceed to:

(Name and address of relocation site) _____

CCSM will contact parents by: _____

Infant/Toddler Plan: _____

TORNADO: Children will be taken to: _____

1. **CCSM** Sound the tornado alarm
2. **CCSM** Take all the children, child information cards and attendance to the above location. Take attendance to account for all children.
3. **CCSM** Bring radio or phone to above location for monitoring then assist with search if necessary.
4. **CCSM** Check home/center for children - lavatories, closets, under desks, behind curtains, etc.

Infant/Toddler Plan: _____

SERIOUS ACCIDENT, INJURY OR ILLNESS

1. **CCSM** Stay with injured child, help the child stay calm and quiet. Administer first aid/CPR as necessary.
2. **CCSM** Contact emergency personnel, if necessary. Contact parent.
3. **CCSM** Stay with other children - reassure them and keep them occupied.

Infant/Toddler Plan: _____

OTHER NATURAL OR MAN-MADE DISASTERS (including but not limited to: flood, blizzard, gas leak, chemical spill, sewer back up or power outage). The Director will make all determinations regarding evacuation or shelter-in-place

POWER OUTAGE

1. **CCSM** Check circuit breaker

Contact Power Company to determine if problem is wide spread or localized
IF RESTORATION TIME IS UNKNOWN OR MORE THAN _____ HOURS, CCSM will immediately close the child care and children must be picked up. Call all parents to inform of pick up then call parents of children scheduled to arrive to inform them not to come. Post notice on entrance door.

2. **CCSM** Account for children in the home while calls to parents are made.

Infant/Toddler Plan: _____

GAS LEAK

In the event a gas leak is detected at the home/center or in the immediate vicinity, the home/center will evacuate immediately according to fire emergency procedures and follow the instructions of emergency responders.

Relocation Site: _____

Infant/Toddler Plan: _____

WATER MAIN BREAK

In the event of a water main break or total loss of water at the home/center for any reason, the child care will close. The CCSM along with emergency responders will determine if the home/center needs to be evacuated or if the children can shelter-in-place until parents can arrive for pick-up. In the case of evacuation, fire emergency procedures will be followed.

Infant/Toddler Plan: _____

WINTER STORM

Should a winter storm arrive while children are present, the CCSM will determine if the child care can stay open or if it must close. If the child care must close, the CCSM will post a notice on the door and begin calling parents to notify them that children need to be picked-up as soon as possible.

Infant/Toddler Plan: _____

LOCKDOWN/ SHELTER IN PLACE

In the event that a lock down of the home must occur, such as for an intruder or a dangerous situation near the home/center, make an announcement to any other CCSM's of the lock down and call 911 and report the emergency.

1. Grab emergency bag and bring children to safe spot.
2. Shut and lock doors.
3. Take roll to account for all children in attendance. Keep children calm and quiet.

Relocation Site: _____

Infant/Toddler Plan: _____

PLAN FOR CONTINUING CARE DURING OR AFTER A DISASTER

Children with special needs and/or chronic medical conditions will have an individualized emergency plan (including who will help the child and any accommodations that may be needed for that child) posted with the above information.